



STATE OF CALIFORNIA
Department of Forestry and Fire Protection
EXAMINATION ANNOUNCEMENT
SENIOR AIR OPERATIONS OFFICER
OPEN – NONPROMOTIONAL
SPOT: SACRAMENTO COUNTY



CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.
BX75-1052 8FS17

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE, BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENTAL FOR	Department of Forestry and Fire Protection
POSITIONS EXIST	A position exists in Sacramento
WHO SHOULD APPLY	Applicants who meet the minimum qualifications. This is an open-nonpromotional examination. Applications will NOT be accepted on a promotional basis.
HOW TO APPLY	Examination Application STD. 678 must be filed with the Department of Forestry and Fire Protection by mail to P.O. Box 944246, Sacramento, California 94244-2460, attention Examination Unit, or in person at 1300 U Street, Sacramento, California.
FINAL FILING DATE	Applications must be postmarked no later than October 30, 2008 . Applications postmarked after the final filing date will not be accepted for any reason.
EXAMINATION DATES	Qualifications Appraisal Interview: It is anticipated that interviews will be held during December 2008/January 2009 .
SALARY RANGE	\$8059 - \$8885
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.
ELIGIBLE LIST INFORMATION	A departmental eligible list will be established for the Department of Forestry and Fire Protection. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>All applicants must meet the education and/or experience requirements for this examination by October 30, 2008, the final filing date.</p> <p>NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</p> <p>All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.</p>
MINIMUM QUALIFICATIONS	<p>Qualifying experience may be combined on a proportionate basis if the requirements stated include more than one pattern and are distinguished as "Either" I, "Or" II, "Or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement.</p> <p>Possession of the following certificates:</p> <ol style="list-style-type: none">1. A valid Federal Aviation Agency (FAA) Commercial Airman Certificate with single- and multi-engine land airplane and instrument ratings. or2. A valid Airline Transport Pilot (ATP) Certificate with single- and multi-engine land airplane ratings and instrument ratings. or3. A valid FAA Commercial Airman Certificate with rotorcraft rating. or4. A valid ATP Certificate with rotorcraft-helicopter rating. <p>NOTE: YOU MUST PROVIDE A COPY OF THE CERTIFICATE NOTED IN NUMBERS 1 THROUGH 4 ABOVE.</p>

(Continued on reversed side)

Senior Air Operations Officer
(Cont'd)

MINIMUM
QUALIFICATIONS
(Cont'd.)

and
1,500 hours total pilot- in-command or fixed or rotary-wing aircraft.

NOTE: YOU MUST SHOW THE FOLLOWING INFORMATION ON YOUR APPLICATION OR ON AN ATTACHMENT:

- **TOTAL NUMBER OF HOURS IN COMMAND OF A FIXED WING AIRCRAFT.**
- **TOTAL NUMBER OF HOURS IN COMMAND OF A ROTARY-WING AIRCRAFT.**

APPLICANTS MUST STATE WHAT RECORDS WERE USED TO PROVIDE THESE HOURS (E.G., LOG BOOK, EMPLOYERS' RECORDS, ETC.).

THIS INFORMATION MAY BE SUBJECT TO VERIFICATION FOR THE APPLICATION REVIEW PROCESS AND/OR CANDIDATES MAY BE REQUIRED TO BRING SUPPORTING DOCUMENTATION TO THE QUALIFICATION APPRAISAL INTERVIEW.

and
"Either" I

One year of experience in the California state service performing the duties of an Air Operations Officer III or an Air Operations Officer III - Maintenance.

"Or" II

Two years of experience in the California state service performing the duties of an Air Operations Officer II or an Air Operations Officer II – Maintenance

"Or" III

Five or more years of broad and extensive experience in air operations, at least two years of which has been in a managerial capacity in military, government, or commercial air services.

POSITION
DESCRIPTION

Incumbents at this level supervise, plan, organize, and direct CAL FIRE's Aviation Management Program and are responsible for the overall administration and oversight of the Aviation Management Program contractual agreements to assure adherence to the terms and conditions, as well as performance; provide primary leadership for the Aviation Management Program; ensure that missions are conducted in a safe manner in compliance with Federal, State, and department regulations, and in compliance with manufacturer directives. Incumbents approve minimum standards and contractual specifications; coordinate with CAL FIRE's Management Services on bid solicitation and the negotiation of contracts with aircraft operators; evaluate operational requirements of aerial firefighting aircraft; conducts boards of review on incidents and accidents involving aircraft and participate in joint-agency boards of review; represents the Department in meetings, conferences, and public appearances related to the Aviation Management Program; maintain liaison with other governmental agencies, contractors, and other organizations; plan and administer the statewide budget for the entire Aviation Management Program; administer the Aviation Safety Program statewide; advise, consult, and make recommendations to department executive management concerning aviation policies and procedures; provide guidance and supervision to Aviation Officers; and do other related work. Incumbents may pilot aircraft as necessary.

EXAMINATION
INFORMATION

The examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

QUALIFICATIONS
APPRAISAL
INTERVIEW
(Weighted 100%)

Scope:

- A. Knowledge of:
1. Practical application of aircraft maintenance practices and procedures.
 2. Types of aircraft and their performances capabilities, characteristics, capacity for specialization modification and adaptability for use.
 3. Personnel, information technology, contracting, procurement, warehousing, and inventory management policies and procedures.
 4. Fire protection techniques, tactics, strategies, and policy management principles.
 5. Principles and practices of employee training.
 6. Principles and techniques of personnel management and supervision.
 7. Principles and practices of supervision and management, including a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

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Senior Air Operations Officer
(Cont'd)

**QUALIFICATIONS
APPRAISAL
INTERVIEW
(Weighted 100%)
(Cont'd)**

- B. Skill in:
1. Performing basic analysis in reviewing and assessing technical and administrative data.
- C. Ability to:
1. Research and apply technical data.
 2. Plan, organize, and direct the operations and maintenance of a statewide aviation program and the administrative staff.
 3. Maintain cooperative working relationships with other governmental agencies, contractors, and fellow employees.
 4. Provide technical guidance to maintenance and operational personnel and other cooperative agencies.
 5. Oversee, manage, and prioritize aircraft maintenance inspection schedules and appraisals of aircraft and aircraft accessories.
 6. Performance appraisals of personnel to assess the adequacy to meet current and future needs.
 7. Communicate effectively in English to effectively apply FAA regulations.
 8. Plan and direct the work of subordinate staff, while effectively promoting equal opportunity in employment and maintaining a work environment that is free of discrimination and harassment.
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**ADDITIONAL
DESIRABLE
QUALIFICATIONS**

Possession of a valid California driver license of the appropriate class issued by the Department of Motor Vehicles.

Persons entering this series should possess the ability and willingness to accept training to qualify them for one or more of the following ratings on their Commercial Airman Certificate listed in order of performance:

1. Rotary-Wing Rating.
 2. Aircraft and Powerplant Rating.
 3. Five hundred hours' flight time in command of rotary-wing aircraft, at least 100 hours of which shall have involved missions operating from sites comparable in location and altitude to Department of Forestry and Fire Protection helispots and heliports.
 4. Additional airman and/or mechanic ratings.
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**VETERANS'
PREFERENCE
CREDITS**

Veterans' preference credits will be added to the final score for all competitors who are successful in this examination and who qualify for, and have requested these points. **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.**

CAREER CREDITS

Three career credits will be added to the final score of all competitors in this examination who qualify for the credits and attain a passing mark on the examination. (See "General Information" on this bulletin for information regarding career credits.)

**CONFIDENTIALITY
AND SECURITY**

Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in state civil service.

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GENERAL INFORMATION

For an examination without a written feature it is the candidate's responsibility to contact the Examination Unit of the Department of Forestry and Fire Protection, (916) 445-7824, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of written examination or oral interview fails to reach him/her prior to the day of the written test or interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department, and the Department of Forestry and Fire Protection.

If you meet the requirements, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Forestry and Fire Protection reserves the right to revise the examination plan to better the needs of the service if the circumstances under which this examination was planned changed. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Riverside. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged onto the appropriate lists in order of final test scores (except as modified by veterans' preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of the State Personnel Board in Sacramento.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plan for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans' Preference Credits: California law allows granting of veterans' preference credits in open entrance examinations and open-nonpromotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open-nonpromotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans' preference credits are on the Veteran Preference Application (Form 1093) which is available from State Personnel Board offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

Career Credits: In open-nonpromotional examinations, career credits are granted to: 1) state employees with permanent civil service status, 2) full-time employees of the state who are exempt from state civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in state civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the Examination Application form STD. 678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, California.)

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device

1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)

STS is Speech-to-Speech Service for persons with a speech disability and is reachable at

1 (800) 854-7784 (California) or 1 (800) 947-8642 (Nationwide)